



City of Rochester Hills
AGENDA SUMMARY
FINANCIAL ITEMS

1000 Rochester Hills Dr.
Rochester Hills, MI 48309
248.656.4630
www.rochesterhills.org

Legislative File No: 2017-0549 Version 2

TO: Mayor and City Council Members
FROM: Scott Cope, Director of Building/ Facilities
DATE: December 7, 2020
SUBJECT: Increase to Blanket Purchase Order for Third Party Website Hosting

REQUEST:

City Council is requested to authorize an increase to the blanket purchase order / contract for Third Party Website Hosting Services in the amount of \$2,504 for a new not-to-exceed amount of \$70,289 to BS&A Software, Bath, Michigan.

REASON FOR PURCHASE:

The initial award for the website hosting of the City's website (www.rochesterhills.org) was approved by City Council in December 2017 for a three year term. The City's website provides information from the Assessing, Treasury and Building Departments to our customers via the Permit's & Property Data Lookup page. One of the benefits of the website hosting is the ability for the Building Department to allow online permit applications. The cost to the City is \$2.00 per application; however, due to COVID-19, the City had experience more online permits this year than anticipated and an increase requires City Council approval.

The additional funds being requested in order to maintain services for the remainder of the contract set to expire on December 30, 2020.

PROCESS:

Vendor Name and Address:

BS&A Software
14965 Abbey Lane
Bath, MI 48808

Reason for Selection:

Best Value

Method of Purchase:

Blanket Purchase Order/Contract

BUDGET:

Funding is included in the FY 2018-2020 Adopted Budgets.

Fund Name	Department Account No	Account No. Description	3-Year Budget Amount	3-Year Cost	3-Year Remaining Budget
General Fund	209.801000	Assessing – Professional Services	\$15,000	\$13,650	\$1,350
General Fund	253.801000	Treasury – Professional Services	\$15,000	\$13,650	\$1,350
General Fund	371.801000	Building – Professional Services	\$45,000	\$42,989	\$2,011
Total			\$75,000	\$70,289	\$4,711

RECOMMENDATION:

It is recommended that City Council authorize an increase to the blanket purchase order / contract for Third Party Website Hosting in the amount of \$2,504 for a new not-to-exceed amount of \$70,289 to BS&A Software, Bath, Michigan.

APPROVALS:	SIGNATURE	DATE
Department Review		
Department Director		
Budget Content: Chief Financial Officer		
Purchasing Process: Supervisor of Procurement		
Mayor		
Deputy Clerk		

Contract Reviewed by City Attorney Yes N/A